

TO : Chiefs, Field Bureaus

FROM : Chief, FBIS

SUBJECT: Letter of Instruction

GENERAL

1. Construction progress at Santa Rosa is as follows:

Antenna System	99% complete
Auxiliary Building	95% complete
General Site Work	55% complete
Operations Building	47% complete
Road Work	40% complete
Underground Power	30% complete
Water System	50% complete

Rainy weather and lagging steel deliveries in December delayed progress. Completion of contracted construction is now scheduled for 20 March 1954. It is anticipated that FBIS technicians can commence electronic installation work in the main radio room by 15 January. Barring unforeseen circumstances the station will activate during the first week of July 1954 as previously planned.

2. Formal inquiry has been addressed to the Director of Intelligence, U.S. Air Force, concerning the status of the Bolo Point, Okinawa, air field development project. Definite information is needed in order that suitable arrangements for electric power and water installations may be made if the FBIS station is to remain at its present location.

3. Tokyo Bureau moved on 16 December from the Mitsubishi Shoji Building to the Mantetsu Building Embassy Annex in Tokyo.

4. A formal inquiry as to the duration of active occupancy of Camp Crawford, Hokkaido, Japan, by U.S. Forces has been sent to the Assistant Chief of Staff, G-2, Department of the Army. Information received from local sources in Japan through the Chiefs, Tokyo and Hokkaido Bureaus, has been inconclusive.

5. Modernization and standardization work in the main radio and cruising rooms at the Mediterranean Bureau is 25 percent and 17 percent complete, respectively.

6. The FBIS engineering staff will test and evaluate in January a pilot model of a Hammarlund long-wave receiver, patterned generally after the SP-600 receiver.

7. Six Blattschreibers locally procured in Germany were delivered to the German Bureau. One of these printers was shipped to the Mediterranean Bureau and the balance to Washington. One each will be provided the East Coast, West Coast, and Okinawa Bureaus.

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8. Two of the four new Russian monitor recruits for the Hokkaido Bureau have completed training at Okinawa and have been transferred to Hokkaido. A new Indonesian-Urdu monitor has entered on duty at Okinawa.

9. During December two persons entered on duty in FBIS and two were terminated. The on duty figure at the end of the month remained [redacted] Fourteen applicants are in process:

The following is a summary of 1953 personnel statistics:

Promotions:

Clerical
Professional

Separations:

Clerical
Professional

External Transfers

Clerical
Professional

Personnel Movements:

Transfer of
Official Station
Home Leave

E.O.D.

Clerical
Professional

10. On July 20, 1953 a bill was introduced to Congress to amend the Immigration and Nationality Act to allow credit for certain periods of civilian employment abroad with the Government of the United States in satisfying residence requirements. In summary it proposed one year's credit for five years employment. Further information will be forthcoming if the Bill becomes law. This in no way meets FBIS desires for rewarding its loyal foreign national employees by extending immigration and naturalization benefits; but it is a step in the general direction.

11. Several inquiries have been received concerning the FBIS promotion policy. These inquiries coincide with discussions on this subject throughout the organization. It would therefore be premature to establish at this time a detailed policy in FBIS. There is one practice which through long usage has the status of fixed policy in FBIS. This is, promotion from within will prevail so long as the roster of FBIS can yield up qualified people.

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12. Although each case must be documented and receive prior headquarters approval, it seems that employee-group owned vending machines may be operated and the proceeds retained by the employee-group.

13. New allowance rates have been established for domestic transportation of household and personal effects which will reduce to a minimum the losses sustained by U.S. Government employees in domestic transfers.

14. At least for the present FBIS will not provide furniture at the Mediterranean Bureau.

15. Concurrence was given at the request of the Director, USIA, to operation of the new USIA medium wave broadcast transmitter at Okuma, Okinawa, on its full power of 1000 kilowatts. Tests in Okinawa at this power confirmed that no significant interference to FBIS operations was experienced.

16. FBIS provided teletype wire service to the President's delegation at the Bermuda Conference from 4 to 8 December.

17. Effective 15 December the FBIS Daily Reports formerly classified "Restricted" were issued in unclassified form, containing a warning statement concerning copyright, libel, slander, and communications laws, and limiting dissemination to official users.

18. The East German roundup prepared at the London Bureau as a separate entity is being discontinued and amalgamated with the East European roundup. East German Propaganda henceforth will be treated in the roundup as an integral part of Satellite propaganda, and the amount of space devoted to Eastern Germany will be reduced.

19. As a result of agreement with State Department, three hours additional use of the Western Union varioplex cable between Washington and London has been secured for FBIS. This will facilitate receipt of roundups from London in time for Daily Report deadlines. Eastbound traffic rights also have been secured for the first time on this circuit.

20. The Chief of Naval Communications at London recently advised the London Bureau that the Navy circuits were not functioning at the optimum level for various reasons, and that an investigation was currently under way. When conditions have improved sufficiently, he stated, Navy London, could and would accept up to 20,000 words of FBIS traffic per day. This is the first optimistic verbal commitment received from Navy since the inception of service several years ago.

21. The first volume of the new edition of "Broadcasting Stations of the World" was printed and distributed early in December. The additional volumes of the series will be completed in January and February.

22. Reference WA359, which inquired as to the supply of Army Signals procedure manuals, etc. issued under JANAP and ACP designations, FBIS headquarters has taken steps to procure all of the specified publications for each bureau which were not reported on hand and has arranged that all correction and change issuances to these publications be supplied routinely to each bureau through FBIS channels. It is now reported that the ACP revised procedures will take effect 1 February 1954. A number of bureaus are reporting participation in Signals-sponsored training classes to effect a smooth transition to the new procedure. If any bureau finds itself one week prior to the change date without either manual ACP-127B or access to suitable instruction, it is requested that the Field Operations Officer be advised promptly by wire.

23. The German Bureau is commended for its report on Radio Volga which was incorporated as a section of the Annual Information Report. With slight editing to aid those totally uninformed about the station, the report has been published as

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EDITORIAL COMMENT

1. Attached to this Letter, for the information of field personnel, is a critique of the Daily Report for Monday, 30 November, an issue prepared experimentally under unusual operating conditions. It should be remembered that the critique is designed primarily for the Daily Report and its individual sections and that the suggested compression of material involves to a large extent such condensation and correlation as can only be done by Daily Report editors having at their disposal a mass of material from a variety of sources. Field editors are already contributing to the process of compression in a number of ways (the Mediterranean Bureau's FYI's summing up more marginal Satellite commentaries, for example). It must be left to the Bureaus' own good judgment to determine those areas in which some further contribution in this direction might safely be made.

PROPAGANDA ANALYSIS COMMENT

1. Several bureaus are not designating on the commentary lists items of a satirical nature as requested in the November Letter of Instruction. The success of the project will depend to a great extent on proper listing. Bureaus are also reminded of the need for their observations on Moscow's use of satire.

2. There have been several occasions lately when the Soviet commentary lists have not included lists of unintelligible shows. Compilers of the lists should make certain that all unintelligible shows are listed and negative reports should be made when there are none.

3. A report on "Capitalist Disunity in Current Soviet Propaganda" was published in response to a request from OCB.

4. London Bureau's reports on "Recent Soviet Self-criticism on Medical Facilities and Services" and on "The Ninth Anniversary of the French-Soviet Treaty" were published as Radio Propaganda Reports.

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5. FBIS received from USIA's Assistant Director for Broadcasting a spontaneous commendation on the quality of its Radio Propaganda Reports.

6. Reports were prepared covering radio reactions to the Bermuda Conference and to the President's U.N. address. Soviet comment on the Bermuda Conference was further described in a Radio Propaganda Report. London Bureau's roundup was particularly useful in preparing these.

7. Radio Propaganda Reports prepared primarily in support of national estimates included one on shifts in Chinese domestic policy and one on Soviet propaganda treatment of nuclear weapons. Special scrutiny studies undertaken at the German and Mediterranean Bureaus are also contributing to the nuclear estimate.

PERSONNEL CHANGES

1. New Employees:

Telegraph Typewriter Operator
Intelligence Officer

Editorial Branch
Radio Propaganda Branch

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2. Separations:

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3. Reassignments:

<u>From</u>	<u>To</u>
Intelligence Officer Radio Propaganda Branch	Multi-Monitor East Coast Bureau
Administrative Officer Administrative Staff	Information Specialist (Foreign Broadcast) Hokkaido Bureau
Information Specialist (Foreign Broadcast) Editorial Branch	Information Specialist (Foreign Broadcast) East Coast Bureau
Information Specialist (Foreign Broadcast) Mediterranean Bureau	Information Specialist (Foreign Broadcast) Editorial Branch
Radio Operator West Coast Bureau	Radio Operator Santa Rosa Station
Information Specialist (Foreign Broadcast) Editorial Branch	Information Specialist (Foreign Broadcast) Radio Propaganda Branch
English Monitor East Coast Bureau	Information Specialist (Foreign Broadcast) Editorial Branch

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ALAN M. WARFIELD

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